

**Chittenden Central Supervisory Union
Job Description**

JOB TITLE: Lunchroom/Playground Assistant
FLSA STATUS: Non-exempt
UPDATED: March, 2001

POSITION OBJECTIVES: To maintain a safe and harmonious cafeteria and playground environment conducive to eating and socializing.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Monitor and supervises students at lunch and playtime.
- Enforce playground and cafeteria rules, and behavior expectations.
- Assist children with opening food in cafeteria, and encourage them to eat their lunch.
- Resolve student behavior conflicts using de-escalation strategies.
- Organizes group games and activities.
- Assumes responsibility for play equipment.
- Takes part in in-service training programs, as appropriate.
- Directs movement of groups to and from playground.
- Respond to student injuries and provide first aide as necessary.
- Other related duties as assigned.

SUPERVISION RECEIVED: Reports to and evaluated by School Principal

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- High School Diploma or equivalent
- Experience with elementary-aged children.
- Understanding of the developmental growth of elementary-aged students.
- Proven reliability.
- Language Skills. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively before groups of children and employees of organization.
- Mathematical Skills. Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- Reasoning Ability/Mental Requirements. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies.

PHYSICAL EFFORT AND STRESS. Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; climb or balance; and talk or hear. The employee is occasionally required to sit; reach with hands and arms; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Ability to effectively handle stressful situations and resolve conflicts.

WORKING CONDITIONS: While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.